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October 23, 2008

**PROCUREMENT DELEGATION NO. 2008-01**

TO: Chief of Staff, Office of the Governor  
Chief of Staff, Office of the Lieutenant Governor  
Executive Department Heads  
(Except DOE, UH, OHA and HHSC)  
State Librarian, Hawaii State Public Library System

FROM: Aaron S. Fujioka, Chief Procurement Officer

A handwritten signature in black ink, appearing to read "Aaron S. Fujioka".

SUBJECT: Delegation of Procurement Authority

This memo replaces any prior delegation of procurement authority. Procurement authority under HRS Chapter 103F for purchases of health and human services and under HRS §103D-304 for the procurement of professional services already resides with you.

Effective the date of this memo as Chief Procurement Officer (CPO) for the above agencies, I hereby delegate procurement authority to you for your agency or department as Procurement Officer, pursuant to HRS Chapter 103D for goods, services, and construction, the following source selection methods pursuant to HAR Chapter 3-122, Source Selection and Contract Formation:

1. Competitive Sealed Bidding
2. Competitive Sealed Proposals
3. Sole Source – less than \$50,000 (\$50,000 and above requires CPO prior written approval)
4. Emergency – less than \$50,000 (\$50,000 and above requires CPO written approval and approval may be obtained after-the-fact)
5. Small Purchases – less than \$50,000 and shall be in compliance with Procurement Circular 2006-07, Amendment 1, or as amended, on *Small Purchase Guidelines and the Hawaii Electronic Procurement System*

Other delegations granted are for:

- Preparation of specifications pursuant to HAR §3-122-11;
- Bid security pursuant to HRS §103D-323;
- Contract performance & payment bonds pursuant to HRS §103D-324;
- Resolution of protests pursuant to HRS §103D-701;
- Contract controversies pursuant to HRS §103D-703;
- HePS System Administrator and alternate(s);
- pCard Administrator and alternate(s); and
- Emergency pCard Administrator and alternate(s).

This procurement authority may be further delegated by you to personnel as designated procurement officers in accordance with HAR §3-121-16.

"Procurement officer" means any person with the delegated authority to enter into and administer contracts and make written determination with respect thereto. The term includes an authorized representative acting within the limits of authority. The delegated authority is received from the chief procurement officer directly or through the head of purchasing agency.

Delegation of procurement authority to a procurement officer is based on their expertise, knowledge and proficiency to carry out procurement duties, while seeking economy and efficiency to achieve program operations. Careful consideration shall be taken when granting procurement authority, as you remain ultimately responsible to the CPO for this procurement delegation to authorized procurement officers.

To assist you in documenting and preparing your procurement delegation submittal, attached are:

- List of attendees for 2006 to 2008 SPO Training sessions;
- SPO 36 A - F delegation and signatory sample forms;
- List of current HePS System Administrators and alternate(s);
- List of current HePS Approvers and Buyers (Users);
- List of current pCard Administrator and alternate(s); and
- List of Emergency pCard Administrator and alternate(s).

A current list of pCardholders will be e-mailed to your current pCard Administrator to update and verify for your approval. For those participating in the Emergency pCard Program (to date: DAGS, DOA, PSD and DOT), a similar list of current Emergency pCardholders will be e-mailed to your current Emergency pCard Administrator to verify and update for your approval.

Procurement Officers and personnel with delegated procurement authority shall attend applicable mandatory SPO training workshops. This mandatory training requirement ensures compliance with Act 194/SLH 2008, and that delegated procurement officers receive the appropriate training. SPO training workshops are available, and all personnel delegated procurement authority by you shall attend applicable SPO training workshops. Training information and on-line registration are detailed in Procurement Circular 2008-05, and available at <http://www4.hawaii.gov/spoh/tng/trainingschedule.htm>.

Effective January 1, 2009, personnel without appropriate training for HRS Chapters 103D and 103F shall not be allowed to conduct or approve any procurement.

Please submit your delegation of procurement authority via e-mail by December 31, 2008 to [state.procurement.office@hawaii.gov](mailto:state.procurement.office@hawaii.gov) using SPO 36 A – F forms, available at <http://www4.hawaii.gov/StateForms/SPOInt/ShowInternal.cfm>. Thereafter, any updates or changes to your delegation of procurement authority shall be submitted via e-mail at the above address to the SPO within 30-days of any changes.

Your staff may contact Colin Tanaka at 586-0558 if they have any questions, or you may call me at 587-4700. Thank you for your cooperation and assistance.

Attachments

c: Chief Procurement Officers